

## **TYPICAL FILED SUB-BID SPECIFICATION LANGUAGE**

The following trades must have a separate filed sub-bid section if the estimate for that trade is \$20,000 or more. Filed sub-bidders must be Certified by DCAM in the respective trade.

Roofing and Flashing  
Metal Windows  
Waterproofing, Dampproofing, and Caulking  
Miscellaneous and Ornamental Iron  
Lathing and Plastering  
Acoustical Tile  
Marble  
Tile  
Terrazzo <sup>1</sup>  
Resilient Floors  
Glass and Glazing  
Painting  
Plumbing  
Heating, Ventilating, and Air Conditioning  
Electrical work, including Radiation and Heating  
Elevators  
Masonry

DHCD recommends using the CSI numbering system BUT for filed sub trades it is **strongly recommended** that all work for each trade be included in ONE specification section and not broken out into multiple specification sections. The boiler plate language for a sample trade follows. Include the technical specifications starting at Part 2.

### **Section 23 00 00 Heating, Ventilation and Air Conditioning (FILED SUB-BID REQUIRED)**

#### **Part 1 GENERAL**

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##### **XX-101 General**

The 00.72.00 **Conditions of the Contract** and all sections of **Division 01**, General Requirements shall be part of this section unless otherwise specifically excluded

##### **XX-102 Filed Sub-bids**

- A.** Sub-bids shall be submitted for the Work of this Section in accordance with the provisions of M.G.L. c.149 §§44A-J. The time and place for submission of sub-bids are set forth in the **Advertisement**. The procedures and requirements for submitting sub-bids are set forth in the **Instructions to Bidders**.
- B.** Sub-bidders must be DCAM Certified in the listed trade and shall include a Current DCAM sub-bidder Certificate of Eligibility and a signed DCAM Sub-bidder's Update Statement with the bid

C. The Work of this section is shown on Drawings **XX - XX**

#### D SUB-SUBLISTINGS

1. Sub sub trades are categories of work within a filed sub bid trade and are indicated in paragraph E on the Form for Sub Bid. If sub-sub trades are requested and identified follow the instructions below. The proposed contract price submitted by the filed sub bidder on the Form for Sub Bid includes the cost of any sub sub trades.

A. Sub-sub bids are required for the following subcategories of this section:

- | <b>Class of Work</b>   | <b>Reference Paragraph</b> |
|--|----------------------------|
| 2. Sub-bidders shall include the appropriate information for the above listed sub-categories in Paragraph E of the Form for Sub-bid.   |                            |
| 3. If the filed sub bidder customarily performs the above work with its own workforce the sub-bidder should list its own name and trade, and <u>leave the dollar amount blank.</u>                             |                            |
| 4. If the filed sub bidder does not customarily perform the above work with its own workforce the sub bidder should list the name of the contractor performing the work, the trade and insert a dollar amount. |                            |

#### D. SUB-SUB TRADES

1. Sub bid trades are not required. .

#### XX-103 SCOPE OF WORK

A. The scope of work consists of the installation of all materials to be furnished under Section 23.00.00, and without limiting the generality thereof, consists of furnishing all labor, materials, equipment, plant, transportation, rigging, staging up to 8 feet, appurtenances, and services necessary and/or incidental to properly complete all work as shown on the **Heating, Ventilating and Air Conditioning** drawings, as described in the Specifications, or as reasonably inferred from either, in the opinion of the Architect.

#### XX - 104 RELATED WORK SPECIFIED ELSEWHERE

A. The following related work or materials shall be provided under the designated Sections and coordinated by the Contractor:

*Add/Delete/Coordinate appropriate specification sections*

- |                     |  |
|---------------------|--|
| 1. Section 01.73.73 | Cutting and Patching including openings in concrete masonry floors, walls and roof: Sub contractors shall perform incidental Cutting and Patching required for work of this trade. |
| 2. Section 02.06.13 | Existing Subsurface Conditions   |

- |                     |                              |                     |  |
|---------------------|------------------------------|---------------------|--|
| 3. Section 02.06.20 | Existing Building Conditions |                     |  |
| 4. Section 03.30.00 | Concrete                     | 5. Section 07.30.00 | Asphalt Shingles including flashing for all roof openings and penetrations: 6. Section |
| 09.90.00            | Painting:                    |                     |  |
| 7. Section 23.00.00 | Plumbing                     |                     |  |
| 8. Section 26.00.00 | Electrical                   | 9. Section 31.00.00 | Excavation.  |

## XX - 105      **ALTERNATES**

- A. Attention is directed to Section 01.23.00 ALTERNATES for a detailed description of all Alternates.
- B. The **Heating, Ventilating, and Air Conditioning** subcontractor shall be responsible for examining the scope of each Alternate and for the Work caused by the Alternates and for including the costs thereof in the appropriate space in paragraph A of the Form for Sub-bid.

## XX-106      **SUBMITTALS**

*Coordinate with General Conditions Article 4 and 5 and Specification Section 01.33.00*

- A. Attention is directed to Specification Section 01300 Submittals.
- B. Attention is directed to Specification Section 01.25.13 OR Equals

## XX-107      **RECORD DRAWINGS**

- A. Refer to Specification Section 01.78.39 for the Record Drawing requirements for this section.
- B. The marked up As Built Drawings required to be maintained under this section are of Drawings **XX-1 - XX-**.
- C. Availability of marked up As Built drawings shall be a prerequisite to scheduling final inspection of this contract and said drawings and original contract documents will be used in checking completion of the work..
- D. Non-availability of marked up As Built drawings or inaccuracies therein may be grounds for cancellation and postponement of any scheduled final inspection by the Architect until the discrepancy has been corrected.

## XX-108      **TEMPORARY HEAT**

- A. Refer to section 01.50.00 for the Temporary Heat requirements for this Contract.
- B. The Contractor shall pay the costs of all fuel and electricity required for temporary heating until substantial completion

**XX-109 OPERATING AND MAINTENANCE MANUALS**

- A. Refer to Section 01.77.00 Close Out Procedures for the Operating and Maintenance Manual requirements for this Contract..
- B. The **Heating, Ventilating and Air Conditioning** subcontractor shall provide the Contractor two (2) sets of operating and maintenance instructions of all mechanical and electrical equipment furnished and installed under this section.
- C. The Contractor shall collect the operating instructions, bind them into two complete sets and deliver them to the Architect who will check for completeness and deliver them to the Owner.
- D. Delivery of the operating and maintenance manuals shall be a condition precedent to final payment.

**XX-110 INSTRUCTION OF OWNER'S PERSONNEL**

- A. Refer to Section 01.77.00 for the Instruction of Owner's Personnel requirements for this Contract.
- B. The **Heating, Ventilating and Air Conditioning** subcontractor shall instruct the Owner's personnel, at the site, in the use and maintenance of equipment installed under this section.
- C. Submission to the Architect of a certificate of compliance to this requirement, signed by the Contractor and the Owner's Representative shall be a condition precedent to final payment.

**XX-111 GUARANTEE AND SERVICE**

- A. Notwithstanding any other requirements of this contract, the **Heating, Ventilating and Air Conditioning** Subcontractor shall guarantee the performance of the installation and equipment included in this Section for one year from the date of Substantial Completion as defined in Article 9.6 of the General Conditions. Should any defects in materials or workmanship appear during this period, they shall be corrected or replaced by the **Heating, Ventilating and Air Conditioning** Subcontractor to the satisfaction of the Architect, and at no expense to the Owner.

**XX-112 PERMITS**

- A. The subcontractors attention is directed to subparagraph 4.16 of the General Conditions and Specification Section 01.41.23 Fees and Permits.

**XX-113 OTHER SECTIONS**

**XX-200 MATERIALS**

**XX-300 EXECUTION**